

Law Enforcement Career Path Program

PURPOSE

To provide prerequisites and guidelines for employees eligible to participate in the Career Path Program.

POLICY

Galveston County seeks to recruit and retain employees of the highest caliber, particularly in areas of education and state certifications, and provide those employees guidelines to advance their qualifications and careers. The Career Path Program was developed to offer compensation for employees who further their experience and education through professional development.

ADOPTION AND RESCISSION

This Career Path Program applies to the Galveston County Sheriff's Department and is available to Galveston County Constable Offices who choose to participate, effective with the adoption of this Policy by Commissioners Court. Any Galveston County Constable may adopt this Career Path Program for their office by notifying the Galveston County Judge in writing, and each written notification should be filed in the minutes of the Commissioners Court by the Galveston County Judge. A Constable who has adopted this Career Path Program may rescind his or her participation by giving written notice in the same manner, and the Commissioners Court may exercise its discretion in reviewing and resetting the salaries of the positions under that Constable at that time.

By adopting this Career Path Program, Constables acknowledge that salaries will differ from what they would be without this policy. Accordingly, Constables who rescind participation in this Career Path Program should expect salary adjustments in positions reporting to the Constable, including some likely salary reductions.

Personnel salaries for Constables who are not participating in the Career Path Program will continue to be determined by the Commissioners Court under Tex. Loc. Gov't Code § 152.011, and those Constables must continue to request any employee salary changes from the Commissioners Court on a statutory basis.

Only the Galveston County Commissioners Court has the authority to modify or abolish this Career Path Program and to determine whether and how much to budget for any County position. Modification of the Career Path Program shall be binding on participating agencies unless they can and do withdraw from the program. To the extent that the Commissioners Court budgets a salary for any position which deviates from this Career Path Program, the budget prevails over this policy.

DEFINITIONS

- A. *TCOLE*: the Texas Commission on Law Enforcement; the governing body in Texas that licenses peace officers, jailers, and telecommunicators.
- B. *Certification Pay*: An amount defined by Texas law as part of an employee's calculated hourly wage that offers additional compensation for higher level TCOLE certifications, including Intermediate, Advanced, and Master.
- C. *Step/Grade*: A system designed to categorize employee salaries.

- D. *Sworn Position:* For purposes of this policy, a sworn position is a position of employment as a peace officer which requires a TCOLE-issued license or certification by law.
- E. *Law Enforcement Official:* For purposes of this policy, law enforcement officials include the Sheriff and Constables of Galveston County, Texas.
- F. *Administrative Manager:* The Law Enforcement Official's designee who manages records of the Career Path program and communicates regarding the Career Path program with the Human Resources Department. If the Law Enforcement Official has no designee, the Law Enforcement Official is his or her own Administrative Manager.

PROCEDURES

A. Requirements for Step/Grade Increases

1. In order to be eligible to participate in Career Path, an employee must be assigned in a full-time sworn position by a Law Enforcement Official participating in this Career Path.
2. In order for an employee to be eligible for the next higher step on the Career Path, the employee must meet all requirements defined for the current position, all lower positions, and the next higher position, including time-in-service, education, and experience.
3. The Employee shall be elevated to the next Career Path step at the beginning of the pay period following the first day that he or she becomes eligible and the Human Resources Department is notified of the eligibility by the Administrative Manager. It is the employee's responsibility to report eligibility to the Administrative Manager.
4. The Administrative Manager shall verify that all requirements are met for elevation to a new Career Path step and issue a personnel action form, setting the employee's new pay rate, with the signature of the Law Enforcement Official. The form, accompanied by copies of the appropriate supporting documentation, shall be forwarded to the Human Resources Department.
5. If an employee transfers from one Career Path position to another (*e.g.*, from corrections to communications), the employee's salary shall be set to a Career Path level for which they qualify in the new position.
6. If an employee transfers from a Career Path position to a position funded through a contract or grant, the employee's pay shall be set by terms of the contract or grant which shall extend for the duration of the employee's assignment to that position.
7. If any employee is transferred, for any reason, from a position funded through a contract or grant to a Career Path position, the employee's pay shall be set to a Career Path level for which he or she qualifies.
8. Commissioners Court shall establish the number of each type of Career Path position and budget the salary therefore in each Law Enforcement Official's office subject to this policy. Movement of an employee from one Career Path position to another (*e.g.*, Deputy to Sergeant) shall be made only on a position-available basis.
9. An employee's salary shall not be reduced when transferring between positions of equivalent rank.

B. Calculation of Time in Service

1. Time in service is calculated based on the employee's date of full-time employment in a sworn position with Galveston County.

2. Full-time sworn personnel that become re-employed with Galveston County after an interruption in service shall be permitted to return to their last Career Path step provided that the employee:
 - a. Voluntarily terminated their employment in good standing; or
 - b. Was terminated as a result of a reduction-in-force; and
 - c. Served a minimum of 24 continuous months as a full-time employee.

POLICY IMPLEMENTATION FOR CONSTABLE OFFICES.

- A. Grandfathering. Pay rates for employees in a sworn position under a Law Enforcement Official prior to the adoption of this policy will not be reduced as a result of the adoption of this policy. Before being considered for elevation to a higher step/grade, such employees must meet all requirements for advancement to the position sought under this policy, including requirements for the current position and all lower positions.
- B. Phase and Rollout. This policy may result in a pay increase of up to 10% for any given employee, effective on the date of adoption by any Constable of this policy. If the given employee would qualify for a pay increase of more than 10% because of the adoption of this policy, the remainder of the increase will take effect in the first full pay period of 2017.
- C. If, on January 15, 2016, a Sheriff's Department employee was receiving a salary for a particular Career Ladder position that is an amount less than the corresponding salary for the position described on Exhibit A, that employee shall continue to receive the salary they were receiving on January 15, 2016 through the end of Fiscal Year 2016 as long as they remain in their current Career Ladder position.

CAREER PATH POSITIONS AND COMPENSATION

The following Career Path Positions are established under this policy, with the following requirements for each position. The list of salaries for each Career Path position is attached as Exhibit A. The number of each Career Path position for each law enforcement agency is attached as Exhibit B.

- A. Law Enforcement Deputy Positions. The following Career Path positions are established for the Galveston County Sheriff's Office and Constable Offices subject to this policy.
 1. Entry Level – Law Enforcement. All employees shall be classified as Entry Level during their first one year of Time in Service, which shall be a probationary period of employment, regardless of the employee's qualifications or experience. After the first year of Time in Service, an employee shall be classified in one of the other following positions.
 2. Deputy I – Law Enforcement. Completion of one-year probationary period required for Entry Level position and obtain Peace Office Basic Proficiency Certificate issued by TCOLE.
 3. Deputy II – Law Enforcement. Obtain Peace Officer Intermediate Proficiency Certificate issued by TCOLE.
 4. Deputy III – Law Enforcement. Obtain Peace Officer Advanced Proficiency Certificate issued by TCOLE.
 5. Deputy IV – Law Enforcement. Obtain Peace Officer Advanced Proficiency Certificate issued by TCOLE; complete TCOLE training course #3737; and be

assigned to a supervisory position in the law enforcement agency. In addition to these requirements, no more than twenty percent (20%) of the law enforcement agency's personnel may be classified as a "Deputy IV" of any type at any given time.

6. Deputy V – Law Enforcement. Obtain Peace Officer Master Proficiency Certificate issued by TCOLE.

B. Corrections Positions. The following Career Path positions are established for the Galveston County Sheriff's Office.

1. Entry Level – Corrections. All employees shall be classified as Entry Level during their first one year of Time in Service, which shall be a probationary period of employment, regardless of the employee's qualifications or experience. After the first year of Time in Service, an employee shall be classified in one of the other following positions.
2. Deputy I – Corrections. Completion of one-year probationary period required for Entry Level position and obtain Jailer Basic Proficiency Certificate issued by TCOLE.
3. Deputy II – Corrections. Obtain Jailer Intermediate Proficiency Certificate issued by TCOLE.
4. Deputy III – Corrections. Obtain Jailer Advanced Proficiency Certificate issued by TCOLE.
5. Deputy IV – Corrections. Obtain Jailer Advanced Proficiency Certificate issued by TCOLE; complete TCOLE training course #3737; and be assigned to a supervisory position in the law enforcement agency. In addition to these requirements, no more than twenty percent (20%) of the law enforcement agency's personnel may be classified as a "Deputy IV" of any type at any given time.
6. Deputy V – Corrections. Obtain Jailer Master Proficiency Certificate issued by TCOLE.

C. Telecommunications Positions. The following Career Path positions are established for the Galveston County Sheriff's Office.

1. Entry Level – Communications. All employees shall be classified as Entry Level during their first one year of Time in Service, which shall be a probationary period of employment, regardless of the employee's qualifications or experience. After the first year of Time in Service, an employee shall be classified in one of the other following positions.
2. Deputy I – Communications. Completion of one-year probationary period required for Entry Level position and obtain Telecommunicator Basic Proficiency Certificate issued by TCOLE.
3. Deputy II – Communications. Obtain Telecommunicator Intermediate Proficiency Certificate issued by TCOLE.
4. Deputy III – Communications. Obtain Telecommunicator Advanced Proficiency Certificate issued by TCOLE.
5. Deputy IV – Communications. Obtain Telecommunicator Advanced Proficiency Certificate issued by TCOLC; complete TCOLE training course #3737; and be

assigned to a supervisory position in the law enforcement agency. In addition to these requirements, no more than twenty percent (20%) of the law enforcement agency's personnel may be classified as a "Deputy IV" of any type at any given time.

6. Deputy V – Communications. Obtain Telecommunicator Master Proficiency Certificate issued by TCOLE.
- D. Supervisory & Specialty Positions. The following Career Path positions are established for the Galveston County Sheriff's Office.
1. Sergeant I. Assigned to Sergeant position by the Sheriff.
 2. Sergeant II. Assigned to Sergeant position by the Sheriff and complete one of the following training courses: FBI National Academy; Law Enforcement Command College; FBI Law Enforcement Executive Development; or equivalent course approved by Sheriff. If the Sheriff approves an equivalent course, he shall contemporaneously notify Galveston County Human Resources and Legal Department so this policy can be updated by adding the course to this approved list.
 3. Lieutenant. Assigned to Lieutenant position by Sheriff.
 4. Major. Assigned to Major position by Sheriff.
 5. Chief. Assigned to Chief position by Sheriff.
 6. Investigator I. Assigned to Investigator position by Sheriff.
 7. Investigator II. Assigned to Investigator position by Sheriff and complete one of the following training courses: FBI National Academy; Law Enforcement Command College; FBI Law Enforcement Executive Development; or equivalent course approved by Sheriff. If the Sheriff approves an equivalent course, he shall contemporaneously notify Galveston County Human Resources and Legal Department so this policy can be updated by adding the course to this approved list.
- E. Exceptions. Any participating Law Enforcement Official may request that the Commissioners Court waive or reduce the one-year Time in Service requirement in an Entry Level position on a case-by-case basis.

ADDITIONAL COMPENSATION

In addition to position-based compensation, participating employees in the Career Path Program shall receive the following additional compensation, as applicable.

A. Certification Pay

1. All personnel in sworn positions are eligible for Certification Pay based on TCOLE certifications or licenses. Eligible personnel will receive Certification Pay based on the single highest certification held in the field employed: personnel employed in law enforcement positions shall qualify based on peace officer certification; personnel employed in corrections positions shall qualify based on jailer certification; and personnel employed in telecommunications shall qualify based on telecommunicator certification.
2. Certification Pay shall be paid to eligible employees in the following amounts, based on level of certification: \$50 per month for intermediate certification; \$100 per month for advanced certification; and \$150 per month for master certification.

3. In order to be eligible to receive Certification Pay, an employee must be assigned to a full-time position and have completed the Entry Level probationary employment period.
4. Employees receiving higher level certificates qualifying them for Certification Pay are responsible for notifying the Administrative Manager to begin receiving the appropriate Certification Pay, which begins during the month after the Administrative Manager notifies the Human Resources Department. The employee must meet all requirements for the TCOLE certificate.
5. The Administrative Manager shall verify all requirements are met and issue an appropriate personnel action form, setting the employee's certification pay rate, with the signature of the Law Enforcement Official. The personnel action form, accompanied by copies of the appropriate certificate(s), shall be forwarded to the Human Resources Department.
6. Certification pay shall not be rescinded for disciplinary reasons.

B. Longevity Pay

1. All personnel in sworn positions in agencies participating in the Career Ladder Policy are eligible for Longevity Pay based on their Time in Service.
2. Longevity Pay for eligible employees shall be \$5.00 per month for each year of Time in Service, but not more than \$125.00 per month.

C. Shift Differential Pay

1. All personnel in the Sheriff's Department who work in patrol, mental health, corrections, or telecommunications positions shall be eligible to receive additional compensation on an hourly basis for working particular shifts.
2. The amount of Shift Differential Pay shall be calculated according to the schedule adopted by Galveston County Commissioners Court effective October 5, 2006, unless amended by Commissioners Court in the future.

Exhibit A

Position	Corresponding Grade / Step	Annual Salary	Biweekly Salary	Hourly Salary
Entry Level – Law Enforcement	12H	\$38,682.12	\$1,487.78	\$18.60
Deputy I – Law Enforcement	13H	\$40,640.46	\$1,563.09	\$19.54
Deputy II – Law Enforcement	14K	\$45,980.95	\$1,768.46	\$22.11
Deputy III – Law Enforcement	15L	\$49,516.46	\$1,904.48	\$23.81
Deputy IV – Law Enforcement	16L	\$52,023.22	\$2,000.89	\$25.01
Deputy V – Law Enforcement	17N	\$57,423.91	\$2,208.61	\$27.61
Entry Level – Corrections	12D	\$35,044.16	\$1,347.85	\$16.85
Deputy I – Corrections	13D	\$36,818.26	\$1,416.09	\$17.70
Deputy II – Corrections	14G	\$41,656.48	\$1,602.17	\$20.03
Deputy III – Corrections	15H	\$44,859.48	\$1,725.36	\$21.57
Deputy IV – Corrections	16H	\$47,130.48	\$1,821.71	\$22.66
Deputy V – Corrections	17J	\$52,023.22	\$2,000.89	\$25.01
Entry Level – Communications	12D	\$35,044.16	\$1,347.85	\$16.85
Deputy I – Communications	13D	\$36,818.26	\$1,416.09	\$17.70
Deputy II – Communications	14G	\$41,656.48	\$1,602.17	\$20.03
Deputy III – Communications	15H	\$44,859.48	\$1,725.36	\$21.57
Deputy IV – Communications	16H	\$47,130.48	\$1,821.71	\$22.66
Deputy V – Communications	17J	\$52,023.22	\$2,000.89	\$25.01
Sergeant I	19O	\$64,969.89	2,498.84	\$31.24
Sergeant II	19Q	\$68,258.98	\$2,625.35	\$32.81
Lieutenant	20R	\$73,507.46	\$2827.21	\$35.34
Captain	22N	\$81,138.49	\$3,120.71	\$39.01
Major	23R	\$98,859.37	\$3,802.28	\$47.53
Chief	25L	\$103,864.12	\$3,994.77	\$49.93
Investigator I	Same as Sergeant I	Same as Sergeant I	Same as Sgt. I	Same as Sgt. I
Investigator II	Same as Sergeant II	Same as Sergeant II	Same as Sgt. II	Same as Sgt. II

Exhibit B

Positions established in Sheriff's Office.

Position	Number of Positions in each category
Deputies – Law Enforcement (Entry Level through Deputy V)	Per FY2016 budget
Deputies – Corrections (Entry Level – Deputy V)	Per FY2016 budget
Deputies – Communications (Entry Level – Deputy V)	11
Sergeants (Sergeant I and Sergeant II)	24
Lieutenant	10
Captain	5
Major	3
Chief	2
Investigators (Investigator I and Investigator II)	11

Positions established in Constable Offices. The positions shall be classified as “Deputy” subject to the more specific Career Path sub-classification and associated salaries only upon the respective elected and independent Constable of each office adopting the Career Path policy for their office.

Constable Offices	Number of Deputy positions (Entry Level through Deputy V)
Precinct 1-A	5
Precinct 1-B	2
Precinct 2-A	2
Precinct 2-B	2
Precinct 3-A	5
Precinct 3-B	1
Precinct 3-C	0
Precinct 4	6

I sign and hereby agree to follow the Law Enforcement Career Path Program as outlined in this document. I understand that this policy may be altered upon the vote of the Commissioners Court and that if this occurs I will be asked to re-sign at that time. By accepting this policy I also authorized Human Resources to make the appropriate pay adjustments to my staff.

Print

Signature

Date